

Message

From: Keith Talbert [KTalbert@visitokc.com]
Sent: 10/19/2017 3:38:27 PM
To: Troche, Luis [Troche.Luis@epa.gov]
Subject: RE: CEC Scoping Mission - OKC, OK

Hi Luis,

Could you send me some quick comments on clarification with the below meeting space set-up?

- What is the 1 meeting room for 180 people and 100 people set-up style?: Do you typically set-up theater, classroom or banquet style? I am guessing banquet style since you will do meal functions in these rooms.
- Are all the smaller rooms set-up classroom or theater style?
- Do you need all day to set-up on Monday, June 28th?
- Do you have a target sleeping room rate and food & beverage spend you like to stay close to?

Let me know your thoughts. Square footage for each room will determine the potential properties we can look at for this meeting.

Keith

From: Troche, Luis [mailto:Troche.Luis@epa.gov]
Sent: Wednesday, October 18, 2017 4:50 PM
To: Keith Talbert <KTalbert@visitokc.com>; Hupp, Millan <hupp.millan@epa.gov>
Cc: Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: CEC Scoping Mission - OKC, OK

I'm sending one shortly

Luis Troche

Senior Advisor for North American Affairs
CEC General Standing Committee
Office of Regional and Bilateral Affairs
Office of International and Tribal Affairs
U.S. Environmental Protection Agency
Ph. 202.564.2870 | www.epa.gov/international

From: Keith Talbert [mailto:KTalbert@visitokc.com]
Sent: Wednesday, October 18, 2017 5:48 PM
To: Hupp, Millan <hupp.millan@epa.gov>; Troche, Luis <Troche.Luis@epa.gov>
Cc: Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: CEC Scoping Mission - OKC, OK

Do you have a conference call number?

From: Hupp, Millan [mailto:hupp.millan@epa.gov]
Sent: Wednesday, October 18, 2017 4:43 PM
To: Troche, Luis <Troche.Luis@epa.gov>; Keith Talbert <KTalbert@visitokc.com>
Cc: Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: CEC Scoping Mission - OKC, OK

Works for me.

Millan Hupp
Director of Scheduling and Advance
Office of the Administrator
Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Troche, Luis
Sent: Wednesday, October 18, 2017 5:40 PM
To: Keith Talbert <KTalbert@visitokc.com>; Hupp, Millan <hupp.millan@epa.gov>
Cc: Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: CEC Scoping Mission - OKC, OK

Hi Keith- 3 PM works for me if it works for Milan.

Luis Troche

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From: Keith Talbert [<mailto:KTalbert@visitokc.com>]
Sent: Wednesday, October 18, 2017 5:37 PM
To: Troche, Luis <Troche.Luis@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
Cc: Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: CEC Scoping Mission - OKC, OK

How about tomorrow at 2pm CST/3pm EST?



Keith Talbert, CMP
Associate Director of Sales

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From: Troche, Luis [<mailto:Troche.Luis@epa.gov>]
Sent: Wednesday, October 18, 2017 4:36 PM
To: Hupp, Millan <hupp.millan@epa.gov>; Keith Talbert <KTalbert@visitokc.com>
Cc: Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: CEC Scoping Mission - OKC, OK

Hi Milan—sounds great. I am in the office tomorrow and my calendar is pretty open except for a lunch meeting. I am off on Friday but can participate on a call as well (my cell is 202-344-9411).
Hello Keith.

Best Regards,

Luis Troche

Senior Advisor for North American Affairs
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From: Hupp, Millan
Sent: Wednesday, October 18, 2017 5:30 PM
To: Troche, Luis <Troche.Luis@epa.gov>; ktalbert@visitokc.com
Cc: Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: FW: CEC Scoping Mission - OKC, OK

Luis – I am forwarding to Keith Talbert as he will be taking care of us during this trip. Once he has a chance to look at the table, it might be good for the three of us to hop on the phone to prepare for next week.

Thank you very much,

Millan Hupp
Director of Scheduling and Advance
Office of the Administrator
Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Troche, Luis
Sent: Wednesday, October 18, 2017 5:10 PM
To: Hupp, Millan <hupp.millan@epa.gov>; moneill@visitokc.com
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>
Subject: RE: CEC Scoping Mission - OKC, OK

Thanks Milan. Hello Morgan,

As requested, attached is a table with a sample program for the Council Session and venue/room needs. For this scoping visit, the first table is a good summary of needs.

The additional tables detail the set up and specific requirements that our Secretariat would look when they visit to secure a venue .

We are looking forward to our visit.

With Warm Regards,

Luis Troche

Senior Advisor for North American Affairs
CEC General Standing Committee
Office of Regional and Bilateral Affairs
Office of International and Tribal Affairs
U.S. Environmental Protection Agency
Ph. 202.564.2870 | www.epa.gov/international

From: Hupp, Millan

Sent: Tuesday, October 17, 2017 6:39 PM

To: moneill@visitokc.com

Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Troche, Luis <Troche.Luis@epa.gov>

Subject: CEC Scoping Mission - OKC, OK

Morgan,

It was so good to talk with you. Attached you will find the proposed agenda Luis has prepared for our scoping mission next week. Hopefully this will assist you all in preparing for our meeting on Wednesday, October 25th. We will be coming in the night before so a 9AM meeting would work well for us if at your convenience, you could kindly confirm on your end.

Those attending will be the following...

Mark Kasman – Director, Office of International and Tribal Affairs

Luis Troche – Senior Advisor for North American Affairs/ Serves on CEC General Standing Committee

Sarah Greenwalt – Senior Advisor to the Administrator for Water and Cross-Cutting Issues (she's a fellow Okie!)

Myself

Luis – Morgan requested the reference table that you provided to Sarah and myself so that she may begin anticipating what our needs will be. Could you please share with her?

Looking forward to next week.

Thank you so much,

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov